

DESIGN OF THE NCOERS

Strengthen the ability of the NCO Corps

Ensure the selection of the best qualified NCOs to serve in positions of increasing responsibility

Serve as a basis for personnel actions

Improve Performance and Professional Development

Ensure sound personnel management decisions

RATING CHAIN

Must correspond as nearly as practicable to the chain of command and supervision within an organization, regardless of component or geographical location.

Established by name, given effective dates, published, and distributed to each rated NCO and each member of the chain.

Changes will not be retroactive.

RATING CHAIN, cont

Established to provide the best evaluation of an NCOs performance and potential.

Ties the rated NCOs performance to a specific senior/subordinate relationship.

Allows for proper counseling to develop the rated NCO and accomplish the mission.

RATING CHAIN RULES (RATER)

Immediate supervisor of rated NCO

Designated rater minimum 90 days

Sergeant or higher if military

Senior to rated NCO

RATING CHAIN RULES (SENIOR RATER)

In the direct line of supervision as rated NCO

Designated senior rater minimum 60 days

Senior to rater by pay grade or rank

RATING CHAIN RULES (REVIEWER)

Must be a commissioned officer, warrant officer, command sergeant major or sergeant major.

In the direct line of supervision and senior in pay grade or date of rank to the senior rater.

No minimum time period required for reviewer.

WHO IS THE RATER?

The person in the rating chain who

is most familiar with the day-to-day performance of the rated NCO.

Most directly guides the rated NCO's participation in the organization's mission.

Designated and served in that capacity for at least 90 days.

RATER'S RESPONSIBILITIES

Primary role is evaluation, focusing on performance and performance counseling.

Counseling the rated NCO.

Defining and discussing duty description

Counseling the rated NCO within 30 days of each rating period, quarterly thereafter.

Semiannually if ARNGUS or USAR
NCOs in IDT status.

SENIOR RATER'S RESPONSIBILITIES

Primarily to evaluate potential, over-watch the performance evaluation, and mentor subordinates.

REVIEWS RESPONSIBILITIES

Rating safeguard over-ruled

May comment only when in disagreement
with the rater and/or senior rater

EVALUATION PRINCIPLES

Rating officials:

Directly affect a rated NCO's performance and professional development.

Must prepare complete, accurate, and fully-considered evaluation reports.

Have a responsibility to balance their obligations to the rated NCO with their obligations to the Army.

EVALUATION FORMS

DA Form 2166-0-1

NCO Counseling Checklist/Record

Used along with a working copy of the NCO-ER to prepare for, conduct, and record results of performance counseling.

DA Form 2166-0

NCO Evaluation Report

Used by rating chain to record the performance evaluation of the rated NCO.

DA FORM 2166-8-1

Page 1

- Rated NCOs personal information.
- Purpose.
- Rules.
- Checklist-First counseling session:
 - Preparation.
 - Counseling.
 - Before the NCO departs counseling session.
- Checklist-Later counseling session.
 - Preparation.
 - Counseling.
 - Before the NCO departs counseling session.

D A F O R M 2166-0-1, cont

Page 1

1 Counseling Record / Key Points Made

1 Initial

1 Date

1 Rated NCO's Initials

1 Later

1 Duty Description

1 The following are the duty description

1 16. Principal Duty Title and Duty MOS Code

1 Daily duties and scope

1 Area of special emphasis

1 Appointed duties

DA FORM 2166-8-1, cont

Page 3 & 4

Values/NCO Responsibilities

➡ Values

↑ Examples of standards for “Yes” rating

➡ Competence

➡ Physical fitness and military bearing

➡ Leadership

➡ Training

➡ Responsibility and Accountability

↑ Examples of standards for “Success/Meets Standards” and “Excellence” ratings

| | | | | | | | | | | | | | | |

DA FORM 2166-8-1, PART I -ADMINISTRATIVE DATA

- ➡ Prepared at Bn S-1 or Admin office
- ➡ Rater verifies data in Part I with rated NCO
- ➡ Ia and Ib. Self explanatory. Name capitalized
- ➡ Ic. Three letter abbreviation for NCO rank (SGT)
- ➡ Id. Rated NCO's date of rank (020910)
- ➡ Ie. Nine digit PMOS code (71L30)
- ➡ If. Enter data in order listed on form
- ➡ Ig. Report code left portion and title right of block

| | | | | | | | | |

NCO EVALUATION REPORT

PART I - ADMINISTRATIVE DATA, CONT

- **1h.**(a) FROM date. Enter beginning date in box (2002 12)
- **1h.**(b) THRU date. Enter in same manner as beginning.
- **1i.** Compute the number of rated months
- **1j.** Enter the appropriate code from table 3-3
- **1k.** Enter number of authorized enclosures
- **1l.** Enter typed/handwritten "X" and six digit date
- **1m.** Enter handwritten representatives initials
- **1n.** Identify rated NCO's major command
- **1o.** Enter four position alphanumeric PSB code

NCO EVALUATION REPORT

PART II -AUTHENTICATION

- Used for authentication by rated NCO and rating officials
- Dated by rating officials and rated NCO when signed
- Part IIa, b, and d. Self-explanatory
- Part IIc
 - ☞ Rater verifies Part I, II, APFT, height/weight entries
 - ☞ Senior rater obtains rated NCO's signature
- Rated NCO's signature verifies
 - ☞ The rated NCO saw the completed report
 - ☞ The administrative data is correct

NCO EVALUATION REPORT, cont

PART II - AUTHENTICATION

- Proper rating officials
- Accurate duty description
- Includes counseling dates
- Correct APFT and height/weight entries
- Awareness of appeals process
- Rated NCO's signature does agree/disagree
- ☞ Part II d. Reviewer responsible for timely submission
- ☞ Reviewer concurs/nonconcur
- ☞ Part II a, b, and d. Three letter Army rank

NCO EVALUATION REPORT

PART III – DUTY DESCRIPTION

- ☞ Factually correct duty description
- ☞ Verify duty MOS
 - ☐ Correct APFT and height/weight entries
 - ☐ Awareness of appeals process
 - ☐ Rated NCO's signature doesn't agree/disagree
- ☞ Part II d. Reviewer responsible for timely submission
- ☞ Reviewer concurs/nonconcur
- ☞ Part II a, b, and d. Three letter Army rank

NCO EVALUATION REPORT, cont

PART III – DUTY DESCRIPTION, CONT

☞ Daily duties addresses most important responsibilities

☞ Areas of special interest applied during rating period

□ Essential to performance counseling and evaluation

□ End of rating period record of important duties

□ Appointed duties not duty description specific

☞ Counseling dates contain actual dates of counseling

☞ Normal requirement outline of specific duty position

☞ Indicates work required instead of changing tasks

NCO EVALUATION REPORT, cont

PART IV-Army Values/NCO Responsibilities

☞ Completed by rater to include APFT, height/weight entry

☞ Sole focus for evaluation and performance

☐ Defines professionalism for the Army NCO

☐ Concentrates on overall potential and performance

☐ Justification for excellence and needs improvement

☞ Army values needed to maintain effective NCO corps

☞ Bullet comments required by senior rater

☞ Each report will be an independent evaluation